

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF JULY 22 - 26, 2013

MONDAY, JULY 22, 2013

- | | | |
|-------------|---|--|
| *8:30 a.m. | Community Options Program Planning | Board Room B, Sophie Beaumont 111 N. Jefferson St |
| *11:00 a.m. | Harbor Commission | Clarion Hotel 200 Main St |
| *1:30 p.m. | Solid Waste Board | Port and Solid Waste Office 2561 S. Broadway |
| *6:30 p.m. | Land Conservation Subcommittee | Room 161, UW Extension 1150 Bellevue St |
| *6:45 p.m. | Planning, Development, and Transportation Committee <i>Approx. 6:45 p.m. (to follow Land Con. Meeting)</i> | Room 161, UW Extension 1150 Bellevue St |

TUESDAY, JULY 23, 2013

- | | | |
|------------|--|---|
| *3:00 p.m. | Revolving Loan Fund Committee | Room 200, Northern Building 305 E. Walnut St |
| *4:00 p.m. | Children with Disabilities Education Board | Syble Hopp School 755 Scheuring Rd |

WEDNESDAY, JULY 24, 2013

- | | | |
|------------|--------------------------|---|
| *6:00 p.m. | Human Services Committee | Room 200, Northern Building 305 E. Walnut St |
|------------|--------------------------|---|

THURSDAY, JULY 25, 2013

- | | | |
|------------|--------------------------|---|
| *5:00 p.m. | Administration Committee | Room 200, Northern Building 305 E. Walnut St |
|------------|--------------------------|---|

FRIDAY, JULY 26, 2013

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING

Monday, July 22, 2013 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street, Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- * 4. Modification/approval of minutes of May 20, 2013
5. Updates
- *
 - A. Family Care update
 - B. COP update
- *
 - State approval of 2013 COP Plan Update case management rate
 - C. CIP update
6. **Closed session**--Pursuant to 19.85(l)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—
- * 7. CBRF variance requests (three, none requiring individual vote)
8. Any other business authorized by law

* Indicates materials are included in packet mailing

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**- PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION**

*** Monday, July 22nd – 11:00 am**

Clarion Hotel, 200 Main Street, Green Bay, WI

Agenda:

1. Call to order
2. Roll Call
3. Approval/Modification – *Meeting Agenda*
4. Approval/Modification – *June 10, 2013 Meeting Minutes*
5. 2014 Budget - *Request for Approval*
6. Northeast Asphalt Property Sale Terms - *Request for Approval*
7. Strategic Communication Plan (RFP) – *Request for Approval*
8. Cat Island Chain Restoration Project – *Update*
9. Renard Island Causeway - *Update*
10. Renard Island Closure Project – *Update*
11. Renard Island Funding Study for Final Use by Bruce Baker – *Update*
12. Tallship Booth – *Update*
13. Director's Report - *Update*
14. Audit of Bills – *Request for Approval*
15. June Tonnage Report– *Request for Approval*
16. Such Other Matters as Authorized by Law
17. Adjourn

Dean R. Haen – Director
Port & Solid Waste Department

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN HAEN

DIRECTOR

- PUBLIC NOTICE -

BROWN COUNTY SOLID WASTE BOARD

Monday, July 22, 2013

1:30 p.m. at the Port and Solid Waste Office
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – June 17, 2013 Meeting Minutes
5. 2014 Budget - *Request for Approval*
6. Strategic Communication Plan (RFP) – *Request for Approval*
7. BOW Recycling Facility 2nd Shift – *Update*
8. Green Box/RGEN MRF Rental - *Update*
9. Director's Report
10. Such other Matters as Authorized by Law
11. Adjourn

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Solid Waste Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

LAND CONSERVATION SUBCOMMITTEE

Norbert Dantinne, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

**Monday, July 22, 2013
6:30 p.m. (PD&T to Follow)
Room 161, UW Extension
1150 Bellevue Street**

****PLEASE NOTE MEETING START TIME****

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of Land Conversation Subcommittee of June 24, 2013.

Comments from the Public

1. Budget Status Financial Report for May, 2013.
2. Budget Adjustment Request (13-60): Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.
3. Director's Report.
4. Such other matters as authorized by law.
5. Adjourn.

Norb Dantinne, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

**Monday, July 22, 2013
Approx. 6:45 p.m. (To follow Land Con Mtg)
Room 161, UW Extension
1150 Bellevue Street**

****PLEASE NOTE MEETING START TIME****

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of June 24, 2013.
-
1. Review minutes of:
 - a. Solid Waste Board (April 15, 2013).

Comments from the Public

Communications

2. Communication from Supervisor Dantine re: To have Brown County Highway review their Administration Charges to Local Municipalities and report to Planning, Development and Transportation Committee for review. *Motion at June Meeting: To refer back to the Highway Department with a request to review administration charges to local municipalities, along with the possibility and legality of using bridge funds and report back.*

Register of Deeds

3. Budget Status Financial Report for January-May, 2013.

Port & Solid Waste

4. Port & Solid Waste 2014 Five-year Capital Improvement Plan (CIP).
5. Port June Financial Report.
6. Solid Waste June Financial Report.
7. Public Relations Communication Plan RFP – Request for Approval.
8. Director's Report.

UW Extension

9. Budget Status Financial Report for May, 2013.
10. Director's Report.

Public Works

11. Public Works 2014 Five-year Capital Improvement Plan (CIP).
12. Recommendation and Approval of Bid for Roof Replacement Projects at ADRC & Museum – Project #1700.
13. Recommendation and Approval of Bid for Replacement of Boilers at ADRC, Museum, Jail and UW Extension – Project #1701.
14. Summary of Operations.
15. Director's Report.

Airport

16. Airport 2014 Five-year Capital Improvement Plan (CIP).
17. Budget Status Financial Report for June, 2013.
18. Director's Report.

Planning and Land Services**Planning Commission**

19. Planning and Land Services 2014 Five-year Capital Improvement Plan (CIP).
20. Update regarding development of the Brown County Farm property – standing item.
21. Budget Status Financial Report for May, 2013.

Property Listing

22. Budget Status Financial Reports for May, 2013.

Zoning

23. Budget Status Financial Reports for May, 2013.

Land Information – No Items.**Other**

24. Audit of bills.
25. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

AGENDA
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Tuesday, July 23, 2013
Northern Building
305 E. Walnut Street, Conference Room 200
Green Bay, WI 54301
3:00 p.m.

ROLL CALL:

Brent Miller _____
Robert Patrickus _____
Charles Riley _____

Lynn VandenLangenberg _____
Ron Van Straten, Chair _____

ORDER OF BUSINESS:

1. Approval of the minutes of the April 10, 2013, meeting of the Brown County Revolving Loan Fund Committee.
2. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Raven Manufacturing.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

3. Update regarding Regional Economic Development Revolving Loan Fund Program.
4. Other matters.
5. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 SO THAT ARRANGEMENTS CAN BE MADE.

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES
EDUCATION BOARD AGENDA
TUESDAY, JULY 23 2013- 4:00 P.M.
SYBLE HOPP SCHOOL**

1. Call to Order - 4:00 p.m.
2. Approval of May 14, 2013 Board Minutes
3. Approval of Agenda
4. Action Item: Donations
5. Administrators Report
6. Action Item: Room agreements
7. Action Item: Request for reduction in hours
8. Action Item: Resignation, Resignation into Retirement
9. Action Item: Replacement Positions
10. Action Item: Payment of Bills
11. Action Item: Ratification of 2012-13 and 2013-2014 Master agreements with BCSEA.
12. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(e)(f)(b) to discuss personnel.
13. Adjournment

"Any person wishing to attend who, because of disability requires special accommodation should; contact Syble Hopp School at 336-5754 by 3:00 p.m. Monday, July 22, 2013 so arrangements can be made."

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, July 24, 2013

6:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 26, 2013.

Comments from the Public

Report from Human Services Chair, Patrick Evan

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center of Brown County Executive/Finance Committee (June 27, 2013).
 - b. Northeast Wisconsin Family Care Board of Directors (June 5, 2013).
 - c. Northeast Wisconsin Family Care Executive Committee (June 19, 2013).
 - d. Veterans' Recognition Subcommittee (June 18, 2013).

Communications

2. Communication from Supervisor Robinson re: That the Brown County Board of Supervisors consider a resolution of support for efforts to address the issue of homelessness in the Brown County community, especially the work of the HOPE group and other community organizations. *Referred from July County Board.*

Health Department

3. Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints. *Motion at April meeting: To give Sanimax until the July Human Services meeting to fulfill the commitments made and look at the ordinance at that time.*
4. Director's Report.

Human Services Department

5. Budget Adjustment (13-58): Increase in expenses with offsetting increase in revenue.
6. Executive Director's Report.

7. Recommendation and Approval of Bid for Community Treatment Center Interior Remodel/CBRF – Project #1720.
8. Financial Report for Community Treatment Center and Community Programs.
9. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
10. Request for New Non-Continuous Vendor.
11. Request for New Vendor Contract.

Aging & Disability Resource Center – No agenda items.

Syble Hopp School – No agenda items.

Veterans Services – No agenda items.

Other

12. Audit of bills.
13. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Tim Carpenter, Vice Chair

David Steffen, Thomas De Wane, Allan Jamir

ADMINISTRATION COMMITTEE

Thursday, July 25, 2013

5:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda
- III. Approve/Modify Minutes of June 27, 2013.

Comments from the Public

1. Review of minutes:
 - a) Housing Authority (June 17, 2013).

Communications:

Treasurer

2. Opening of Tax Deed Bids.
3. Budget Status Financial Report for May, 2013.
4. Treasurer's Report for April and May, 2013.

County Clerk

5. Budget Status Financial Report for May, 2013.
6. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).
7. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Glenmore for the Statewide Voter Registration System (SVRS).
8. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Green Bay for the Statewide Voter Registration System (SVRS).
9. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Holland for the Statewide Voter Registration System (SVRS).
10. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Humboldt for the Statewide Voter Registration System (SVRS).
11. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Lawrence for the Statewide Voter Registration System (SVRS).
12. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Morrison for the Statewide Voter Registration System (SVRS).

13. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of New Denmark for the Statewide Voter Registration System (SVRS).
14. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Pittsfield for the Statewide Voter Registration System (SVRS).
15. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Rockland for the Statewide Voter Registration System (SVRS).
16. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Town of Wrightstown for the Statewide Voter Registration System (SVRS).
17. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Village of Denmark for the Statewide Voter Registration System (SVRS).
18. Resolution Supporting the 2014 – 2015 Memo of Understanding Between Brown County and the Village of Pulaski for the Statewide Voter Registration System (SVRS).

Department of Administration/Technology Services

19. Budget Status Financial Report – Administration – for May, 2013.
20. Budget Status Financial Report – Information Services – for May, 2013.
21. 2013 Budget Adjustment Log.
22. Budget Adjustment Request (13-63): Increase in expenses with offsetting increase in revenue.
23. Resolution re: To Appropriate Excess Fund Balance for Museum Planning.
24. Administration 2014 Five-year Capital Improvement Plan (CIP).
25. Director's Report.

Human Resources

26. Activity Report for June, 2013.
27. Director's Report.

Child Support

28. Budget Status Financial Report for May, 2013.
29. Resolution re: Change in Table of Organization Child Support Agency Child Support Specialist – Enforcement.
30. Child Support Administrator Summary.

Corporation Counsel – No agenda items.

Other

31. Audit of bills.
32. Such other matters as authorized by law.
33. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

July

2013

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|------------------------------------|--|---|--------|----------|
| | 1 Ed & Rec 5:30 p.m. | 2 | 3 Public Safety 5:30 pm See June 26th | 4  County Board Office Closed | 5 | 6 |
| 7 | 8 Executive Cmte 5:30 pm | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 Vet's Recognition 5:00 pm | 17 Board of Supervisors 7:00 pm | 18 | 19 | 20 |
| 21 | 22 Land Con 6:30 pm PD&T 6:45 pm | 23 | 24 Human Svc 6:00 pm | 25 Admin 5:00 pm | 26 | 27 |
| 28 | 29 | 30 | 31 Special Board of Sup Grievance Hearing | | | |

AUGUST 2013



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|---|--|--|--------|----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 Public Safety 5:30 pm | 8 Executive Cmte 6:00 pm | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 Ed & Rec 5:30 p.m. | 16 | 17 |
| 18 | 19 | 20 Veterans Recognition Subcommittee 5:00 | 21 Board of Supervisors 7:00 pm | 22 Admin 5:00 pm | 23 | 24 |
| 25 | 26 Land Con 6:00 pm PD&T 6:15 pm | 27 | 28 Human Svc 6:00 pm | 29 Special Board of Sup Grievance Hearing | 30 | 31 |

BROWN COUNTY COMMITTEE MINUTES

- Brown County Library Board (June 20, 2013 at 5:15 p.m.)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **June 20, 2013 at 5:15 p.m.** at the **Brown County Pulaski Branch Library, 222 W. Pulaski St., Pulaski, WI**

PRESENT: KATHY PLETCHER, DON CARMICHAEL, TIM NIXON, VICKY VAN VONDEREN, CHRISTOPHER WAGNER, TERRY WATERMOLEN and PAT WILLIAMS

EXCUSED: CARLA BUBOLTZ and BOB NIELSEN

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, and Curt Beyler (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:30 p.m.

CONSENT ITEMS

a. Approve/modify agenda

Motion by D. Carmichael, seconded by C. Wagner, to approve the agenda. **Motion carried.**

b. Approval of minutes

Motion by T. Watermolen, seconded by C. Wagner, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None. L. Hoffman updated the Board on the Pulaski Branch Library. Staff reorganized the collection and decreased duplication of titles. The street construction has had an impact on circulation but summer is off to a good start. Registration for the Adult Summer Reading program has increased and a recent story time had 75 children in attendance. A Children's librarian splits her schedule between the Pulaski Branch (2 days) and Ashwaubenon Branch (3 days). Pulaski staff report that the split position is working well.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

No report. Next meeting is July 15.

STRATEGIC PLANNING DISCUSSION

K. Pletcher and L. Stainbrook met to review the progress being made regarding the strategic plan. L. Stainbrook has been working with staff on strategic directions. She distributed a document, resulting from staff meetings, that focuses on the Education role and what the library can do that will have the most impact. There are three more plan components – Economic Development; Community Third Place and Civic Engagement; and Celebrating Cultural Diversity.

Key points surrounding the education role include reading proficiency, pre-literacy, school-readiness, and tools for adults who work with children to help them succeed in school. Programs like the Summer Reading Program, 1,000 Books before Kindergarten, workshops, story times, and other events are all helpful in reaching the goals and measuring the impact of the education role. **Motion** by D. Carmichael, seconded by V. Van Vonderen to approve the general approach being taken to compose the strategic plan. **Motion carried.**

LIBRARY BUSINESS

a. Information Services Report

The report was included in packet. L. Stainbrook commented that the added Friday morning server reboot has been helping the ILS to stay up; an upgrade to the ILS has been useful in cleaning up database; the speed of the Enterprise catalog is improving and the new web site will be launched soon. The UWGB replacement computers have been installed at the Wrightstown, Denmark, Pulaski, and Southwest branches. It was also announced that Dave Hjalmsquist, Brown County's I.S. Director is resigning. K. Pletcher will try to meet with him before he leaves to discuss the library's best options for its needs.

b. Financial Manager's report, bills and donations

The May 2013 financial reports were distributed. **Motion** by V. Van Vonderen, seconded by C. Wagner, to approve the May, 2013 financial reports. **Motion carried.** **Motion** by T. Watermolen, seconded by P. Williams, to approve the May, 2013 donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
May 2013**

Gifts & Donations

05/01/13 FBCL/Wrightstown Area Library Committee

2,804.99

Wri Operating Expenses

| | | | |
|----------|---------------------------------|--------------------|-----------------------------|
| 05/01/13 | Friends of Brown County Library | 5,000.00 | Weyers-Hilliard Remodel |
| 05/01/13 | SEEDS | 425.00 | Kress Rain Barrel Project |
| 05/08/13 | Julia Norton | 100.00 | East Children's Programming |
| 05/23/13 | Joanne Johnson | 49.95 | Ashwaubenon Subscription |
| 05/30/13 | SEEDS | 75.00 | Kress Rain Barrel Project |
| 05/01/13 | Ashwaubenon | 28.05 | Donation Box |
| 05/01/13 | Bookmobile | 8.00 | Donation Box |
| 05/01/13 | East | 61.24 | Donation Box |
| 05/01/13 | Weyers/Hilliard | 33.73 | Donation Box |
| 05/01/13 | Central Circulation | 32.12 | Donation Box |
| 05/01/13 | Kress | 21.25 | Donation Box |
| 05/01/13 | Pulaski | 14.50 | Donation Box |
| 05/01/13 | Southwest | 19.55 | Donation Box |
| 05/01/13 | Wrightstown | 39.12 | Donation Box |
| | Total Donations | \$ 8,712.50 | |

Federal & State Grants

| | | | |
|-----------|----------------------------------|---------------------|------------------------|
| 5/31/2013 | Nicolet Federated Library System | \$ 14,251.18 | Collection Development |
| 5/31/2013 | Nicolet Federated Library System | 229.00 | Continuing Education |
| | Total Grants | \$ 14,480.18 | |

Motion carried.

There were no bills out of the ordinary.

c. Budget

1. Approve Performance Measures, Mission Statement and Program Description A suggestion was made to include the percentage of cardholders to county residents. **Motion** by C. Wagner, seconded by V. Van Vonderen, to approve the Performance Measures (including percentage of cardholders to county residents), Mission Statement and Program Description as follows:

MISSION STATEMENT:

Brown County Library provides trusted information and resources to connect people, ideas and community.

PROGRAM DESCRIPTION:

Brown County Library provides county residents of all ages, incomes and backgrounds with the information and education resources they need to succeed in their personal, work, school or community activities. These resources are available through a central library, a bookmobile, eight branch libraries (two in Green Bay and one each in Ashwaubenon, De Pere, Denmark, Howard, Pulaski and Wrightstown), and the Library's website. Access to materials and information not owned by Brown County Library is possible through the Internet at all Brown County Library locations, through online resources, or through cooperative arrangements with other libraries. Brown County Library also serves as the resource library for the 41 libraries of the Nicolet Federated Library System.

Brown County Library owns a collection of books, music, books on CD, magazines, newspapers, and DVDs and subscribes to online databases, e-books, downloadable audiobooks, magazines and music. Fiction collections emphasize popular reading, but maintain a strong core of classics. Specialized resources and services include: a local history and genealogy collection; job and education information; and materials for people who are physically, visually or hearing impaired.

Service to children is a high priority. Early literacy and school-readiness is promoted through storytimes for babies, toddlers, and preschoolers and educational orientations for visiting schools and child care centers. The summer reading program is critical to sustaining and improving reading skills.

The Library strives to support economic development in the community. Resources are offered in the form of online databases and programs to small businesses, entrepreneurs, and job seekers. The Library also provides free public access to computers, the Internet, and technology training that promote a skilled workforce.

The Library collaborates with hundreds of volunteers and community organizations each year to sponsor educational programs. In addition, community groups use the Library for meetings, educational events and public hearings. Through these efforts the Library offers opportunities for adults and children to learn and keep informed throughout their lives.

2014 BUDGET PERFORMANCE MEASURES

Annual Checkouts per Capita - Number of physical and electronic items checked out annually divided by Brown County population.

Summer Reading Program Participants – Number of registered participants birth through grade 12.

Public Computer Usage – Annual usage (logins) of our public computers.

Gifts, Grants & Donations

Partnerships with Community & Other Organizations

Number of Volunteers

Motion carried.

d. Facilities Report

1. Approve naming rights for Children's Vegetable Garden Motion by T. Watermolen, seconded by V. Van Vonderen, to approve that Cellcom be awarded naming rights of the Children's Vegetable Garden. Motion carried. Next steps will be to start demolition of the plaza and investigate fencing options.

C. Beyler reported the preliminary work on the main disconnect took place and the work will be completed after hours on June 29. Work is scheduled to begin on the Central Library lighting retrofit the middle of the week of June 24. Panels won't arrive until mid-July. C. Beyler also reported that the duct work at the Ashwaubenon Branch is complete; the four arc flash studies have been finished and inmate labor is being used at several locations to pull weeds, wash windows, sweep parking lots, etc.

The Bookmobile generator is in need of repair. At present, a portable generator is being rented to run the interior lights and computer on board. There are two options for consideration – replace the electrical side of the generator at a cost of ~\$3,400 or replace the entire generator for ~\$10,000 (there would also be fuel savings with a new generator).

Conversation took place on the Bookmobile, the vehicle and the service it provides. It was agreed that there needs to be a plan regarding the future of the 20-year old Bookmobile.

Motion by T. Watermolen, seconded by C. Wagner, to approve funding the \$3,400 repair and to set a deadline of December 31, 2013 to determine the future of the Bookmobile including a justification of the service and a review of the stops. Motion carried.

The regular meeting was suspended for 10 minutes to wish Curt Beyler a Happy Birthday and enjoy a piece of birthday cake.

NICOLET FEDERATED LIBRARY SYSTEM

Monthly update C. Wagner informed about the progress report from a sub-committee of SRLAAW sub-committee. SRLAAW is undertaking a multi-part process to examine how public library systems can remain effective in meeting member library needs into the future, including the possibility of reconfiguring systems. The SRLAAW subcommittee has prepared a document entitled Progress Report and Preliminary Recommendations, based on information gathered from the process that began in late 2012. They are looking for feedback. L. Stainbrook will forward the link to the board. The board can be influential in encouraging the process of restructuring the federated systems. L. Stainbrook commented that it would be beneficial to have library board trustees serve on the system level board rather than citizens with no direct relationship to the needs of the member libraries.

OLD BUSINESS

a. Adjacent County Reimbursement

1. Approve forwarding 2012 Outagamie County bill to Corporation Counsel for collection Motion by T. Nixon, seconded by T. Watermolen, to approve forwarding the outstanding Outagamie County bill to Corporation Counsel for collection. Motion carried.

PERSONNEL

a. Approve Revisions to N-9: Personnel Administration Motion by T. Nixon, seconded by P. Williams, to approve the revisions to N-9: Personnel Administration to include protective equipment. Motion carried.

b. Approve Staff Out-of-State Travel: American Library Association Conference in Chicago Motion by T. Nixon, seconded by P. Williams, to approve staff out-of-state travel to attend ALA in Chicago. Motion carried.

c. Approve Change in Denmark Branch Hours Proposed hours were distributed. The new hours were selected based on reaching out to and better serving preschool and family units. Motion by P. Williams, seconded by T. Watermolen, to approve the change in Denmark Branch hours effective after Labor Day. Motion carried.

d. Unemployment Claim L. Hoffman explained a hearing she attended regarding an odd unemployment claim made by an employee who voluntarily resigned over 15 months ago. The State Unemployment office appeared to have made an error regarding this claim as the former employee was granted unemployment compensation without notice to the county or library. The former County employee would not have been eligible to have received the unemployment benefits. The county has not been charged for the claim.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

L. Stainbrook reported that an additional \$500 in donations was received for the Cellcom Children's Vegetable Garden. The Southwest Branch held their umpteenth annual carnival.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

MEETING SUMMARY/NEXT MEETING PLANNING

Kathy will call FOX 11 per their request regarding the Board action on adjacent county reimbursement. Work will be initiated on a plan for the future of the Bookmobile. L. Stainbrook will continue to work on the long range plan; send the SRLLAW link to the Board, initiate a study of the Bookmobile and its stops; and meet with Kathy and Vicky to strategize on the 2014 budget.

ADJOURNMENT

Motion by P. Williams, seconded by T. Watermolen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:35 p.m.

NEXT REGULAR MEETING

July 18, 2013

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary